



## **General Programmatic Terms and Conditions for the Science and Technology Centers Program (STC) Cooperative Agreements (NSF 03-550)**

1. **Key Personnel:** Except for the Principal Investigator(s) (PIs) or Co-PIs identified in this award, requests to make any changes to personnel, organizations, and/or partnerships specifically named in the proposal, that have been approved as part of this award, shall be submitted in writing to the cognizant NSF Program Official for approval prior to any changes taking effect. Requests for prior approval of changes to the PI(s) must be submitted through FastLane for review by the cognizant NSF Program Official and approval by an NSF Grants Officer.
2. **Additional information:** Additional information on the STC Program is available at the following NSF web page: <http://www.nsf.gov/od/oia/programs/stc/>.
3. **Project Governance:** The Awardee will ensure that an efficient and effective STC governing structure is in place throughout the award period to support all critical or significant STC activities. Among the governing components will be the:
  - Awardee serving as the Lead Institution,
  - STC Director,
  - STC Management Team, and
  - External Advisory Committee (EAC)
4. **Governing Responsibilities:** The Awardee will ensure efficient and effective management and implementation of all Center responsibilities by the governing components throughout the award period. The Awardee serves as the Lead Institution in the STC and works with the STC Director to ensure the success of the overall program. The Awardee, with support from the STC Director and STC management team, is responsible for planning, operating, and managing the day-to-day activities of the STC including, but not limited to:
  - Managing, staffing, allocating resources, and overseeing general operations of the STC in accordance with plans submitted to and approved by NSF;
  - Assuring that the responsibilities of the STC are met by a management team led by the Center Director and as agreed to by NSF;
  - Notifying and gaining approval from NSF for any changes to key personnel or substantive changes in the level of effort of key personnel;
  - Developing a document that encompasses both Strategic and Implementation plans (referred to as a Strategic and Implementation Plan) and submitting it to NSF in draft form prior to receipt of an award and finalizing that plan within ninety (90) days of the effective date of this CA. The Plan must include

statements about the vision, mission, organizational structure, and management and performance goals and indicators of success. It must also include completion timelines, milestones, and deliverables for the initial five-year award period. The Plan is to be updated annually, building on the accomplishments of the past year and responding to evolving challenges faced by the STC. Goals must include, but need not be limited to:

- (a) Maintaining the unifying STC intellectual theme as proposed with attention to how the STC's thrust areas are to be integrated with each other and across participating institutions;
- (b) Integrating STC educational activities into a coherent program with well defined goals, including the relationship of the STC's education and research with other community programs;
- (c) Integrating the research, education and knowledge transfer components into a coherent program;
- (d) Increasing participation of and providing research and educational opportunities to United States citizens, nationals, and lawfully admitted permanent residents, especially women and members of underrepresented groups who are undergraduate and graduate students, postdoctoral researchers, industrial fellows, faculty members from all colleges and universities, and others in the activities of the STC and STC sub awardees; encouraging them to pursue careers in science and engineering; identifying actions that will enhance and ensure ethnic/racial diversity throughout the life of the STC;
- (e) Maximizing knowledge transfer both at the Lead Institution and among partners, including industry, government, colleges and universities and the public (Knowledge transfer activities involve the mutual exchange of scientific information with the goal of applying the knowledge to the operations or activities of the groups sharing the information and may be accomplished in a variety of ways.);
- (f) Assuring that a robust and substantive plan is in place for diversity of STC staff and participants at the Lead Institutions and partner sites (Attention must be paid to diversity in filling administrative/management, research, and education positions of the STC at the senior as well as at lower levels.);
- (g) Assuring effective management of the STC, including mechanisms for integrating individual researchers and institutions into a cohesive STC, focusing STC activities, selecting and integrating related research projects, allocating funds and equipment across all STC activities and among partners, and facilitating the involvement of other scientific and educational groups (When the allocation of funds among the STC's participants involves an internal proposal and review process, the review criteria used by the STC should be consistent with the first two criteria (intellectual merit and broader impact) listed in the STC Program Solicitation (NSF 03-550));

- (h) Assuring that the disposition of rights to intellectual property created at the STC is consistent with NSF policy. The Intellectual Property Rights Agreement is to be submitted to NSF along with the Strategic and Implementation Plan. This agreement is to also address knowledge transfer and significant intellectual exchanges with other groups.
  - (i) Assuring the implementation of a program of ethics training within the cross-disciplinary and multi-institutional context of the STC for its staff and its sub-awardee staff, including faculty, visiting faculty, industrial fellows, postdoctoral researchers, and graduate and undergraduate students with training topics to include the nature of the research, methodologies used, ownership of research and ideas, and roles and responsibilities regarding intellectual property; and
  - (j) Assuring continued operation of the STC and its programs in the event of the absence or loss of key personnel and developing thorough procedures for succession and back up of personnel.
- Establishing an External Advisory Committee (EAC) to provide guidance, advice, and oversight for all the STC's activities, consistent with its vision, goals, and objectives. The EAC charter must be included in the Strategic and Implementation Plan and any changes to the charter must be communicated to the Lead Program Official for the NSF Program Coordination Team. The EAC membership must, at a minimum:
  - (a) Meet at least annually,
  - (b) Include representation from a wide variety of disciplines (e.g. science, engineering, education) from constituencies served by the STC, e.g. academic institutions, industry, state and local agencies, national laboratories,
  - (c) Display the diversity of the United States citizenry in its membership, and
  - (d) Not include members with financial, institutional, or collaborative connection(s) to the STC.
- Ensuring the STC Director serves as the liaison between the STC and the National Network of STC Directors and works within the Network to address common goals, problems and opportunities, and facilitate personnel and resource exchanges, support integrated partnerships, and ensure cooperation among Centers toward:
  - (a) Fostering balance among and integration of research, education, and knowledge transfer activities, while avoiding duplication of effort across all STCs;
  - (b) Facilitating interactions to address research, education, and management issues and opportunities, which transcend individual Center capabilities;
  - (c) Serving as the Liaison with private sector, state, local, and national laboratories to identify needs and opportunities and to plan joint implementation strategies, workshops, and

- (d) Preparing educational materials designed to enhance public understanding of science, engineering, technology, and educational advances that serve society.
  - Ensuring all sub-awardee partner institutions function together as an integrated whole, with shared research, education and knowledge-transfer goals and ensuring excellence in management and expedience in resolution of all issues and concerns among all the sub awardees.
5. **Reporting Requirements:** The Awardee will provide ad hoc and regular reports as designated by the NSF Lead Program Official and as required by the STC Program. The Awardee will submit all required reports via FastLane using the appropriate reporting category. For any type of report not specifically mentioned in FastLane, the Awardee will use the "Interim Reporting" function to submit reports. The Awardee will ensure that the STC Director meets all reporting requirements with content, format and submission timeline that are agreed by NSF and the STC Director. Reporting requirements are posted on the NSF STC Program Website at <http://www.nsf.gov/od/oia/programs/stc/> with specific information found at [http://www.nsf.gov/od/oia/programs/stc/reports/Class\\_of\\_2005STCs.pdf](http://www.nsf.gov/od/oia/programs/stc/reports/Class_of_2005STCs.pdf). The annual report must be submitted 90 days prior to the end of the current budget period.
6. **Awardee Support of Ongoing Management and Oversight:** The Awardee will ensure full commitment and cooperation among the governing structure components, and all project staff during all ongoing NSF project management and oversight activities. The Awardee will ensure availability of all key partners during any desk or on-site review as well as timely access to all project documentation. Furthermore, the STC Director and key personnel will participate actively in cross-Center meetings, appropriate workshops organized by NSF, and annual meetings of the National Network of STC Directors.